

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



-INTERNAL COURT POSITION VACANCY-

<u>ANNOUNCEMENT NO.</u>	CAFC-10-04
<u>OPEN:</u>	July 6, 2010
<u>CLOSE:</u>	July 12, 2010
<u>POSITION TITLE, GRADE AND SALARY:</u>	Secretary to the Chief Judge JSP 9-11 (\$51,630-\$81,204) In accordance with promotion and/or transfer policies
<u>LOCATION OF POSITION:</u>	United States Court of Appeals for the Federal Circuit 717 Madison Place, N.W. Washington, D.C. 20439

POSITION SUMMARY:

The United States Court of Appeals for the Federal Circuit is seeking a talented, motivated, and energetic individual to provide secretarial support in the chambers of the Chief Judge. As a member of the Chief Judge's support staff, the position will handle clerical and administrative functions within the chambers. The successful candidate will possess a strong attention to detail; the ability to work positively with others; maintain confidentiality and loyalty; demonstrate adaptability and flexibility; be customer-centric and focused; and agreeable to a flexible schedule.

BRIEF DESCRIPTION OF DUTIES:

Provide office clerical and administrative support, which includes the following duties and responsibilities:

Gather and research detailed data. Prepare reports on findings.

Assist in responsibilities external to the court, such as liaison with the Bar and other professional associations.

Coordinate contacts with or inquiries from the public, other courts and government officials.

Prepare correspondence, form letters, and documents, including typing, formatting, and generating documents from notes and/or dictation. Handle memoranda, opinions, motions, vote sheets, and other legal documents from the Chief Judge, judges and the Central Legal Office.

Schedule appointments, arrange meetings, and maintain calendars. Handle travel arrangements.

Provide meeting support. This includes agenda, minutes/notes, speaker invitations, and other communications as necessary.

Coordinate conferences and other court events.

Create, maintain, and update electronic and paper files, including case files. File, and locate files and documents.

Perform a wide variety of special projects at the request of the Chief Judge. Assignments may be of a confidential and sensitive nature and must be handled with a great degree of tact and expertise.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

In-depth knowledge of and skill in using personal computers and applications, such as word processing, spread sheets, e-mail, and the internet. Skill in using standard office equipment (copiers, fax machines, scanners, etc.). Skill in using a multi-line telephone efficiently and in a timely manner. Skill in planning, organizing, and handling logistical arrangements for meetings, conferences, and events. Ability to follow detailed instructions and multitask. Knowledge of legal documents and terminology. Ability to use court and legal terminology. Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and good judgment. Ability to communicate effectively (orally and in writing) with a variety of individuals and groups, including judges, senior staff, and the public.

MINIMUM REQUIREMENTS:

High School Diploma, G.E.D. or other recognized certificate.

Six (JSP-9), Seven (JSP-10), Eight (JSP-11) years of experience as a secretary of which four (JSP-9), five (JSP-10), six (JSP-11) years must have been progressively responsible secretarial experience in the legal field.

Essential skills include spelling and typing, calendar management, with demonstrated ability to use WordPerfect, Microsoft Word, and Access.

EDUCATIONAL SUBSTITUTIONS:

1. Education in a college, university, or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester or 45 quarter hours equal nine months of experience.
2. A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience.

3. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of 30 semester or 45 quarter hours equal one year of experience.

TIME-IN-GRADE:

For applicants in the federal service, one year must be served at the next lower grade.

APPLICATION INFORMATION:

Submit resumes/applications (by e-mail or in person) to Human Resources-Suite 410.

Attention: Secretary to Chief Judge #CAFC-10-04

E-Mail: cafcjobs@cafc.uscourts.gov E-mailed documents must be in PDF format.

OTHER INFORMATION:

Only qualified applicants who submit complete application packages will be considered for this position. Only those applicants selected for an interview will be contacted.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice. No phone calls please.

NOTES: (1) If selected you may be required to complete an initial performance evaluation period of employment. Failure to successfully complete the evaluation period may result in termination of employment. (2) This is an "Excepted Appointment" and "At Will" position. Federal Government Civil Service classifications or regulations do not apply. (3) As a condition of employment, applicants must successfully complete an FBI Fingerprint and Background Check. (4) This position is subject to EFT (direct deposit of earnings). (5) Must be a U.S. citizen or eligible to work in the United States.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.